

EDUCATION

**THE US ARMY
ORDNANCE
CENTER AND
SCHOOL
APPRENTICESHIP
PROGRAM FOR
THE TRADE OF
AUTOMOBILE
BODY REPAIRER
AND PAINTER**

Headquarters
Department of the Army
Washington, DC
1 August 1982

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SUMMARY of CHANGE

DA PAM 621-70

THE US ARMY ORDNANCE CENTER AND SCHOOL APPRENTICESHIP PROGRAM FOR THE TRADE OF
AUTOMOBILE BODY REPAIRER AND PAINTER

DA Pam 621-70, 15 July 1981, is changed as follows:

- o New or changed material is indicated by a star.

- o Remove old pages and insert new pages as indicated below:

Remove Pages	Insert Pages
1 and 2	1 and 2
A-1 and A-2	A-1 and A-2

- o File this change sheet in front of the publication for reference purposes.

- o This change allows soldiers in the grade of E6 or E7 holding MOS 44E
(machinist) as a primary or secondary to participate in the program.

EDUCATION

THE US ARMY ORDNANCE CENTER AND SCHOOL APPRENTICESHIP PROGRAM FOR THE TRADE OF AUTOMOBILE BODY REPAIRER AND PAINTER

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

History. This publication has been reorganized to make it compatible with the Army electronic publishing database. Changes from Change 1 have been included. No content has been changed.

Summary. The purpose of this pamphlet

is to announce the US Army Ordnance Center and School Apprenticeship Program for the Trade of Automobile Body Repairer and Painter (DOT Code: 807.381-010)

Applicability. This pamphlet applies to all elements of the Active Army. This pamphlet does not apply to Army National Guard and Army Reserve.

Proponent and exception authority. The proponent agency for this pamphlet is the US Army Adjutant General's Office.

Interim changes. Interim changes are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested

improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, US Army Ordnance Center and School, ATTN: ATSL-TD-PM, Aberdeen Proving Ground, Maryland 21005.

Distribution. To be distributed in accordance with DA Form 12-9A requirements for DA Pamphlets, Education:

Active Army—B
ARNG—None
USAR—None

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*This pamphlet supersedes DA Pamphlet 621-70, 30 December 1976.

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1. Purpose.

The purpose of this pamphlet is to announce the US Army Ordnance Center and School Apprenticeship Program for the Trade of Automobile Body Repairer and Painter (DOT Code: 807.381-010).

2. Applicability.

This pamphlet applies to all elements of the Active Army. This pamphlet does not apply to Army National Guard and Army Reserve.

3. General.

Policies and Procedures for participation in the program are contained in AR 621-5. This pamphlet is designed to be used in conjunction with that regulation.

4. Apprenticeship Program Number and Occupational Skill Code.

a. The following apprenticeship program number and occupational skill code are used to identify the US Army Ordnance Center and School Apprenticeship Program for the Trade of Automobile Body Repairer and Painter.

(1) Apprenticeship Program Number: 99905

(2) Occupational Skill Code: 05

b. The apprenticeship program number and occupational skill code must be entered on the DA Form 4409-R (Apprenticeship Application) to identify the program for which the soldier is making application.

5. Eligibility for Participation in the Program.

Soldiers having as a primary or secondary MOS 44B (Metalworker) may participate in the program. Soldiers in grades E6 and E7 holding MOS 44E (Machinist) as primary or secondary may also participate in the program.

6. The Automobile Body Repairer and Painter Apprenticeship Program.

This is a 8,000-hour program which leads to certification of journey worker in the trade of Automobile Body Repairer and Painter. Participation in the program is voluntary, and no membership in labor unions or professional associations is required. The work process schedule and schedule of related instruction for the trade are provided in appendixes B and C. The purpose of the work process schedule and the schedule of related instruction is as indicated below:

a. The work process schedule reflects categories of work experience required by soldier-apprentices to qualify as journeyworker Automobile Body Repairer and Painter.

b. The schedule of related instruction identifies courses which may be taken by soldier-apprentices to satisfy the 576 hours of related instruction required for completion of the program.

7. Enrollment in the Program.

Soldiers may enroll in the program by contacting their installation education services officers (ESOs) who will explain requirements of the program and assist in the preparation of the Apprenticeship Application (DA Form 4409-R).

8. Apprentice Log Forms.

Apprentice log forms and instructions on use of forms will be issued to soldiers by the installation ESO at the time of registration in the program. Log instruction sheets will be maintained by soldiers in a three-ring binder. Soldier-apprentices will be required to annotate their work experience on log sheets on a daily basis. The standard for the amount of work experience logged will be 132 hours per month. Hours logged above this standard amount must be justified in the remarks section of the daily work experience record and attested to by the signature and rank of the shop craft supervisor or an individual holding a comparable position. Log entries must be verified by the soldier-apprentice's immediate supervisor on a weekly basis.

9. Credit for Previous Experience.

a. Soldier-apprentices who have participated in an approved Federal or State registered civilian apprenticeship in the trade of Automobile Body Repairer and Painter or a related trade will, upon presentation of documentation, be awarded credit for all experience related to categories of work contained in the work process schedule in appendix B.

b. Up to 4,000 hours of credit for previous military work experience may be awarded upon presentation of authenticated documentation of satisfactory performance. Such experience must be directly related to the occupation in which the apprenticeship is being performed. Statements from previous supervisors or other such documentation which certify category of work, number of hours by category and quality of performance will be submitted by soldier-apprentices to their installation ESO for consideration. The ESO will forward these documents to the Commander, US Army Ordnance Center and School, ATTN: ATSL-TD-PM, Aberdeen Proving Ground, MD 21005, for final determination.

10. Related Instruction Credit for Previous Military and Civilian Schooling.

Credit for previous military and civilian schooling may be awarded to satisfy related instruction requirements by

presenting certificates of course completion or other such documentation from official military records or other sources. The installation ESO will determine the amount of credit to be awarded. The ESO will consult appropriate Service schools, as required, in order to determine the appropriate amount of credit for each course.

11. Completion of the Program.

Upon successful completion of the program, a Certificate of Completion of Apprenticeship will be awarded by the US Department of Labor. While the award of a Certificate of Completion of Apprenticeship will not guarantee a job, it will certify that journeyworker status has been attained, and should enable completers of the program to be more competitive with civilians in the trade.

12. Partial Completers.

Soldiers leaving the Service prior to completion of the program will receive documented credit for that portion of the program which they did complete. This documentation may be presented for satisfaction of requirements of civilian apprenticeship programs in the trade of Automobile Body Repairer and Painter or a related trade. See appendix D.

Appendix A References.

Section I Required Publications

This section contains no entries.

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Appendix B

WORK PROCESS SCHEDULE FOR THE TRADE OF AUTOMOBILE BODY REPAIRER AND PAINTER* (DOT CODE 807.381-010)

The following table indicates the Work Process Schedule for the trade of Automobile Body Repairer and Painter.

Table B-1

Work Process Schedule for the Trade of Automobile Body Repairer and Painter*

		Hours
A.	Using, Maintaining, Types of Tools (hand, power) and Equipment	40
B.	Welding and Cutting (Oxyacetylene, Electric Arc)	1,000
	Setup equipment, cut, weld, braze, solder, heat and straighten, shrink metal.	
C.	Identifying Metals	60
	Appearance test, spark test, SAE numbering system, chemical test	
D.	Fabricating Door Panels	200
	Use pattern layout workpiece	
E.	Roughing and Aligning Body and Components	500
	Fenders, trunk lid, hood, doors.	
F.	Removing Body Components for Repair or Replacement	1,000
	Fenders, doors and door panels, upholstery, glass, window regulators, door locks, bumpers, grills, radiators, instrument panels, brackets, miscellaneous parts, tail gates, panels, frame components.	
G.	Removing Dents	500
	Bump minor and major fender, body, door dents, roughing out, hammering (hand, pneumatic), filing, grinding.	
H.	Repairing Minor Damage to Amphibian Vehicle hulls	100
	Cut away damage, remove polyurethane foam from area, select patching material, replace polyurethane foam, patch area.	
I.	Straightening Components	500
	Frames, fender supports, running board supports, bumper supports, tail gates, cargo bodies, miscellaneous heavy parts.	
J.	Repairing Radiators and Oil Coolers	500
	Use and maintain tools and equipment, disassemble radiator, clean radiator (vat clean, flush, rod), repair radiator, replace core, assemble, test; clean oil cooler, test, repair.	
K.	Repairing Vehicle Fuel Tanks (metal, fiberglass)	100
	Remove from vehicle, clean metal tank (steam), fiberglass (flush with water), repair, test, install.	
L.	Preparing and Applying Body Fillers	1,000
	Fiberglass, plastics, body lead.	
M.	Finishing Surfaces	500
	Grind, file, sand (hand, power tools).	
N.	Aligning	200
	Doors, hoods, trunk lids, fenders, bumpers	
O.	Glazing-Glassworking (Automotive)	500
	Use and maintain tools and equipment, remove glass frames and weather stripping, repair or replace frame, inspect and select glass, cut safety glass from pattern, heat safety glass with heating coil, cut plain glass, grind and bevel glass, install glass in frame, replace glass frames and weather stripping, install windshield, door, rear glass.	
P.	Painting (Automotive)	1,000
	Prepare surfaces (clean, remove wax, apply sealers and glazes), sanding (hand, power tools), apply masking materials, apply primers, sandpaper surfaces (wet, dry), apply corrosion material, mix paint, match paint colors, apply paint (spray, brush, roller), disassemble and clean spray equipment, retouch surfaces (spot paint), apply stencils.	
Q.	Installing	200
	Metal trim, moulding, hardware, door locks, window regulators, instrument panels, upholstery, interior trim, seats.	
R.	Safety	100
	TOTAL	8,000

Notes:

* Personnel working in the following military occupational specialties are authorized to participate in this program: 44B (Metalworker); and E6 and E7, 44E (Machinist).

^a *Special Instructions.* Credit for work processes will not be awarded to individuals who have completed work processes related to the trade of Automobile Body Repairer and Painter that were completed while they were students in high schools/vocational schools or colleges prior to entry into the Army.

^b Work processes completed in a State or federally recognized apprenticeship program will be accepted upon presentation of proper documentation to the appropriate Service school.

Appendix C

SCHEDULE OF RELATED INSTRUCTION FOR THE TRADE OF AUTOMOBILE BODY REPAIRER AND PAINTER (DOT Code: 807.381-010)

A total of 576 hours of related instruction is required in order to complete this program. Completion of any one or combination of the below listed courses which equals 576 hours of related instruction or more may be taken to satisfy this requirement. Credit for courses not listed below may be awarded upon presentation of authenticated documentation of satisfactory completion. A synopsis of the course must be submitted with documentation. Documentation and synopsis for courses not listed below will be forwarded by the ESOs to the US Army Ordnance Center and School, ATTN: ATSL-TD-PM, Aberdeen Proving Ground, MD 21005, for final determination.

Table C-1
Schedule of Related Instruction for the Trade of Automobile Body Repairer and Painter

<i>Course Number</i>	<i>Course Title</i>	<i>School</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>Hours Credit</i>
704-44B10/20	Metalworker 15 wks	USAOC&S APG, MD	X		600
ODO003	Metalworking Services—General Subjects	USAOC&S APG, MD		X	13
ODO424	Machine Shop Practice	USAOC&S APG, MD		X	19
ODO425	Welding	USAOC&S APG, MD		X	16
ODO426	Allied Trades	USAOC&S APG, MD		X	15
ODO723	Service Section	USAOC&S APG, MD		X	14

Notes:

^a *Special Instructions.* Credit for related instruction will not be awarded to individuals who have completed course subjects relating to the trade of Automobile Body Repairer and Painter that were completed while they were students in high schools/vocational schools or colleges prior to entry into the Army.

^b Related instruction completed in a State or federally recognized apprenticeship program will be accepted upon presentation of proper documentation.

^c Related instruction credit may be awarded individuals registered in the trade of Automobile Body Repairer and Painter taken from an accredited institution, providing the courses are similar to the courses noted in appendix C.

Appendix D

EXAMPLE OF A PARTIAL COMPLETION LETTER

The following is an example of a Partial Completion Letter.

(Enter Office Symbol)

(Enter Date)

TO WHOM IT MAY CONCERN:

This is to certify that _____ was enrolled in the Army
(Name)

Apprenticeship Program for _____
(Name of Occupational Skill Area)

(Registration Number) During this period _____ to _____. During that period
(Date) (Date)
he successfully completed the following hours:

<i>Work Process</i>	<i>Hours</i>
A	_____
B	_____
_____	_____
_____	_____

Army Apprentice Programs are registered with the US Department of Labor and the fact that this individual did participate can be verified with the Bureau of Apprenticeship and Training, Patrick Henry Building, Washington, DC 20213, or by contacting Headquarters, TRADOC, ATTN: ATPL-AGE, Fort Monroe, VA, 23651.

Sincerely,

ESO's SIGNATURE BLOCK

Figure D-1. EXAMPLE OF A PARTIAL COMPLETION LETTER

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PIN 032105-001

USAPA

ELECTRONIC PUBLISHING SYSTEM

OneCol FORMATTER .WIN32 Version 171

PIN: 032105-001

DATE: 12-28-01

TIME: 18:27:34

PAGES SET: 10

DATA FILE: C:\Wincomp\sueqcc.fil

DOCUMENT: DA PAM 621-70

DOC STATUS: NEW PUBLICATION